

Minutes / Decisions / Actions

Item	minutes	Who action?	By when?
1	No actions / decisions.		
2	JB, KF & PG sent apologies.		
3	Declarations of interests – all Governors present have completed the Register of Interests for 2018/19.		
4	Fiona O'Sullivan was appointed as new Community Governor. Fiona is Deputy Head at Harefield Academy.		
5	The minutes of the meeting on 4 March 2019 were agreed as a true and accurate record and signed accordingly. MJ action on going regarding displaying Post 16 Info in TJA Reception.	MJ	On going
6	<p>a) Site update</p> <p>BC completed visits as Safeguarding & SEN Governor and reported that:</p> <ul style="list-style-type: none"> ➤ Students were very confident and knowledgeable. They were quick to demonstrate an excellent understanding of the safeguarding work completed within TJA and explain how this made them feel safe and equipped to face such challenges ➤ Staff were confident too in being able to deal with safeguarding concerns. ➤ Aisha & Claire have completed L3 training. ➤ External reviews taking place on 2/7 and 12/7, feedback will be reported at next GB meeting. ➤ It is acknowledged by the governing body that adequate time is allocated to key staff to continue their own CPD in this area to compliment on line and local / LSCB courses. ➤ SEN students have Pupil Passport in place with information from their commissioning school. ➤ Clear and comprehensive system for identification and monitoring for each student is in place. ➤ More training has been put in place for all school staff e.g ADHD training by CAAS, Mental Health training. <p>HF asked two questions: 1 How is consistency maintained for SEN classification in classrooms? MB answered that students come with bespoke plan from commissioning school so their needs are clear. 2 How is quality assurance carried out for external agencies? MB answered that agencies are targeted based on needs and SC completes necessary research in selecting them also using the DSL forum and word of mouth.</p> <p>HF thanked MB.</p>		

SC reported:

- Premises update – detail in report noted.
- Governors noted:
 - External safeguarding review is scheduled for 2nd July.
 - Online safety Mark Assessor Visit scheduled for 12 July
 - Data Requests Report
 - Data management Audit scheduled 10 June
 - 6 year overview of census data

b) Finance

i) Budget monitoring

Management accounts to P9 May 2019 presented. Income £1.26m and expenditure £1.25m. Net surplus excluding depreciation is £117k

Reserves currently stand at £710k. Variances relate to additional income of £60k.

Forecast to 31 August shows a projected outturn of £72k surplus. Management accounts noted.

ii) Final Budget 2019/20

Draft budget was reviewed by Chair on 16th May 2019 in the absence of a GB meeting in May.

Detailed final budget for 2019/20 reviewed by the Heads and Chair. Also projections for 2020/21 and 2021/22 prepared in accordance with ESFA guidelines. Indicative budgets show a shortfall for year 2 and 3. Savings will be made where possible.

Projections are based on funding of 115 places. 114 places have now been secured and confirmed to schools by letter. The budget projections include assumptions about pay increases, grants and inflation and have been produced conservatively. Additional risks have also been considered.

Budget for 2019/20 and submission of the Budget Forecast return to ESFA approved.

iii) Draft Scheme of Delegation

No significant changes and in line with other Harrow Academies. The final version will be presented at the first meeting in the new year for approval.

iv) Financial Regs & Procedures

These are in line with other Harrow Academies. These will be reviewed again once the Academies Financial Handbook is released and will ensure any changes are adopted. Approved

	<p>v) Extended Assurance Report</p> <p>Risk Assessment was examined. Procedures in the school are strong in terms of mitigating risks. Two low level points raised and these have been implemented. Noted</p> <p>vi) Risk register</p> <p>Investment fraud risk updated following recommendation in last assurance visit. Noted</p> <p>vii) Tender for new Auditors for September 2019</p> <p>A working party of School Business and Finance Managers for Harrow have tendered, interviewed and shortlisted Auditors for September 2019 to replace Alliotts. Price Bailey scored highest and is the preferred Auditor for the Harrow Academies pending signed contracts. Alliotts will finish the 2018-19 accounts and AAR to January 2020. Price Bailey will commence Assurance in the Autumn term once appointed by the Governing Body. A report on the tender process is in the packs</p> <p>Appointment of Price Bailey as the new Auditors – approved with annual letters of engagement</p> <p>viii) ESFA Letter to Academies 15 March 2019</p> <p>Refers to Financial returns and deadlines and the need for Related Party transactions to be declared and approval sought from ESFA. Noted.</p>		
7	<p>Report of Exec Head & Head of school</p> <p>MJ reported:</p> <ul style="list-style-type: none"> ➤ Ofsted Report completed 3/6/19, awaiting outcome ➤ TJA is fully staffed ➤ SIP will focus on the key priorities which will bring about measurable outcomes for students. ➤ SEF will be finalised after summer results, report back in Oct GB. <p>MB reported on safeguarding, SEND and student well-being, some key points:</p> <ul style="list-style-type: none"> ➤ To date 85% of students have completed at least one college application. 5% of students have started but not completed an application. ➤ In total there are 18 out of 50 students who have a current and historic Safeguarding Status and currently attending TJA. This accounts for 36% of whole school population. Of the 18 students 11 have a current active status and represents 22% of the school population. ➤ 11 students have been referred to the Mash team for safeguarding concerns and of this, 4 have been successful, 3 case is closed, 2 are currently receiving school support and 2 are awaiting outcome. 		

	<ul style="list-style-type: none"> ➤ Regarding SEND, teachers are using some good intervention strategies in their lesson. These strategies are used class approach and not targeted at the learning needs of the individual students on the SEND register. There is lack in consistency across the school as it relates to the use of SEND in students' work and teacher planning which is an action to address going forward. ➤ Intervention and support from the mentoring and external agencies programme have had a positive impact on students' outcome across the school. Through mentoring and support the number of fixed term exclusion has reduced compared to previous years, the school current achievement and behaviour ratio is in line with the school's expectations and has improve compare to previous years. The attendance figure has steadily increased from previous years and is now at its highest. In addition, student's engagement and achievement in lesson has improved significantly. 		
8	<p>MB spoke about National Professions qualification for Headship (NPQH):</p> <ul style="list-style-type: none"> • As part of assessment MB will focus on SEN students achievement, specifically closing the attainment gap between SEN vs Non-SEN. Helping to achieve GCSE 9-4 grades. • Strategies used will be to work closely with attendance, to observe teaching & learning and also working with SENCO and data manager. In addition, the work of behavioural lead, pastoral team alongside parents and carers input will be taken into consideration. • MER monitoring will be analysed, providing regular feedback to SLT to ensure SEN students have the same opportunities as other students <p>HF asked about timeline of project, MB answered he will compare Sum1 & Sum2. HF requested to come back to GB with report results.</p>		
9	<p>Chair's report</p> <ul style="list-style-type: none"> ➤ Appointment of JR as Exec Head to continue with a reduction from 2 days to 1.5 days. ➤ Ian Nutch is retiring and Emma Stabler appointed to replace him. She will work 0.5 days per month and work with YI. ➤ HF issued self evaluation questionnaires. 		
10	Aob – none.		

The meeting closed at 6pm.
Next meeting on 3 October 2019 at 5pm.